

DRUG & ALCOHOL POLICY

Policy Statement: It is Geo-Chem's responsibility to maintain a safe and efficient working environment. Geo-Chem believes employees who are under the influence of drugs or irresponsibly using or abusing alcohol in the workplace present a safety hazard to themselves and their co-workers. Geo-Chem forbids the use, possession, sale, or solicitation of illegal drugs and the irresponsible use of alcohol and legally obtained drugs in the workplace.

Consequence: Failure to comply with policies and procedures listed in the Geo-Chem Policies and Procedures can lead to disciplinary action up to and including termination. Geo-Chem also may bring the matter to the attention of appropriate authorities.

Exceptions: This policy covers all Geo-Chem employees worldwide. However, employees should contact their local Personnel Department for details of local laws and procedures.

Roles and Responsibilities:

Respective managers must fully understand, adhere to, and implement this policy.

- Make employees aware of and regularly reinforce this policy. New hires will be informed in writing as part of the new hire offer packet.
- If a manager is made aware of a suspected violation not involving an immediate safety risk, he or she should immediately contact the Personnel Department
- Work closely with Personnel Department regarding employee questions/concerns as they apply to this policy.

Employee's Responsibility

Geo-Chem expects staff members to carry out their duties safely and to refrain from any conduct, including alcohol or other substance abuse or misuse, which would adversely affect their performance and/or put at risk the health and safety of themselves or others in the workplace.

In particular, staff members must not:

- drive a personal or Geo-Chem vehicle in circumstances where the staff member would breach applicable road transport legislation regarding driving under the influence of intoxicating liquor or drugs
- report for work or remain at work under the influence of alcohol* or any illegal substance that adversely affects their performance. (Staff members

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who work with Instruments and/or undertake any other high-risk activity in the course of their work are advised that it is a violation of this policy to operate machinery or undertake any high-risk activity within 8 hours of drinking alcohol). Staff members must comply with Geo-Chem Code of Conduct at all times. In particular, staff members must:

- carry out their duties in a professional, responsible and conscientious manner;
- carry out official directions and policies in a faithful, impartial and transparent manner; and
- refrain from any conduct including alcohol or substance abuse or misuse, which could adversely affect personal work performance or the safety and well-being of others

Employees must understand and comply with this policy

Personnel Department Responsibility

- Personnel Department must assist management with the implementation of this policy by providing training and education on the policy
- Personnel Department is responsible for including in the new hire package a copy of this policy and an explanation of its purpose. If notified by an employee of criminal drug statute conviction involving use, possession, sale, or solicitation of illegal drugs in the workplace, Personnel Department must work closely with management to determine the appropriate course of action.

Policy Detail:

Geo Chem strictly forbids:

- Distribution, dispensation, sale or purchase of an illegal or controlled substance while working
- Unlawful manufacture, possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while working.
- Driving a Geo Chem vehicle, or any vehicle, while under the influence of a controlled substance or alcohol.

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When a Geo Chem employee is located at a customer or partner site, he/she is also expected to abide by both Geo Chem and the other company's policies regarding drugs and alcohol.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while of Geo-Chem property will not be tolerated because such conduct, even though off duty, reflects adversely on Geo-Chem.

An employee is subject to disciplinary action, up to and including termination, if the employee works while impaired by a prescription or over-the-counter drug and that impairment affects the employee's ability to safely perform the job, or affects the safety or well-being of others. Notwithstanding the foregoing, Geo-Chem will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless undue hardship would result. Compliance with this policy is a condition of employment at Geo-Chem. Failure to comply with this policy may result in disciplinary action up to and including termination.

Rajiv Bahl
Managing Director

